



Technology in a Box

Create a Podcast



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Box Contents:

- USB microphone
- Directions

What you can do:

Record episodes (individual audio files) that can be hosted on the web as a podcast.

Overview

Podcasts have enormous potential for use in the classroom. They are a powerful medium for teaching and learning, as well as showcasing student learning and thinking.

The possibilities are endless, students can listen to authors and dramatic readings of texts, hear about research and discovery in the sciences, or learn a language. Many museums are offering podcasts in the form of walking tours of their exhibits. English Language Learners and students with a variety of learning disabilities can repeatedly access information in a podcast for clarification and reinforcement. Students can record their own reading, interviews and narrative reports. The list could go on and on.

To learn more about Podcasting, watch: <http://www.commoncraft.com/podcasting>

Steps

1. Download and Install Audacity
2. Create an audio file
3. Export an audio file
4. Upload to a podcast host
5. Set your podcast for syndication



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Step 1: Download and Install Audacity

Note: If you are working on your office computer, you may download and install software if you have signed the *Administrative Rights* form through IT. Contact the Help Desk (ext. 1139) if you would like to have Administrative Rights to your computer.

If you do not have, nor do you wish to have, Administrative Rights to your computer, you can request Audacity be installed on your work station by contacting the Help Desk.

Audacity is installed on all computers in B543.

1. Open your browser.
2. Go to <http://audacity.sourceforge.net/>
3. Click the **Download Audacity 1.2.6** link.
4. Under *Recommended Download*, click the **Audacity 1.2.6 installer** link.
5. If prompted, select a download (i.e. North American location)

Note: if nothing happens, look at the top of your browser window, a pop-up blocker may need to be bypassed (do this by clicking the bar with the blocked message) or click the .exe link at the top of the page.

6. A *File Download* window will open, click the **Run** button.
7. You may be prompted to click the **Run** button a second time.
8. A *Setup Wizard* will open.
9. Follow the Wizard (click the **Next** button through the steps until you reach the **Finish** button)

Step 2: Download and Install Lame MP3 Encoder

The LameMP3 Encoder will allow you to export the audio file in .mp3 format which is a standard audio compression format that reduces the size of audio files while maintaining decent sound quality for sharing on the web.

1. Open your browser.
2. Go to <http://lame.buanzo.com.ar/>
3. Scroll to the appropriate download link for your operating system (Windows or Mac).
 - a. Windows users:
 - i. Under *Zip Option*, click the **libmp3lame-win-3.98.2 .zip** link.
 - ii. Select the **Save File** option.
 - iii. Click the **OK** button.
 - iv. The zip file will be saved to your desktop.
 - v. Go to your desktop and right-click the *lame-3.98.2* zip file, select **Extract All**.
 - vi. Follow the extraction wizard steps.
 - vii. You will see a *lame-3.98.2* folder appear on your desktop



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Step 3: Configure Audacity




You will only need to do this once to create ideal recording and output settings in the software.

1. Plug in a USB microphone to the computer.
2. Open Audacity.
3. Go to *Edit* > **Preferences**.
4. Click the *Audio I/O* tab.
5. Check to make sure that your sound card is selected as the playback and recording device.
 - a. Under *Recording*, in the **Device** drop-down menu, select your microphone.
Note: default is usually your built-in microphone while the other option (AK5370 for example) is your USB microphone.
 - b. Under *Recording*, in the **Channel** drop-down menu,, choose **1 (Mono)**.
6. Click the *Quality* tab.
 - c. Select **44,100 Hz** from the *Default Sample Rate* drop-down menu.
 - d. Select **16-bit** from the *Default Sample Format* drop-down menu.
7. Click the *File Formats* tab.
 - e. Select **WAV (Microsoft 16 bit PCM)** from the *Uncompressed Export Format* drop-down menu.
 - f. Click the **Find Library** button.
 - g. Navigate to the downloaded Lame file.
8. Click the **OK** button.



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Step 4: Create and Audio Recording

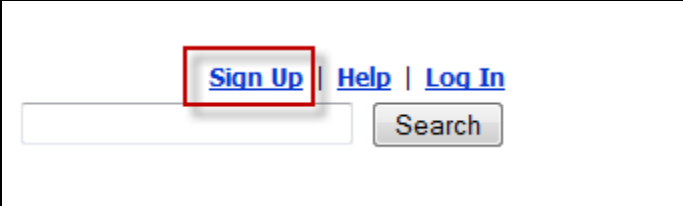
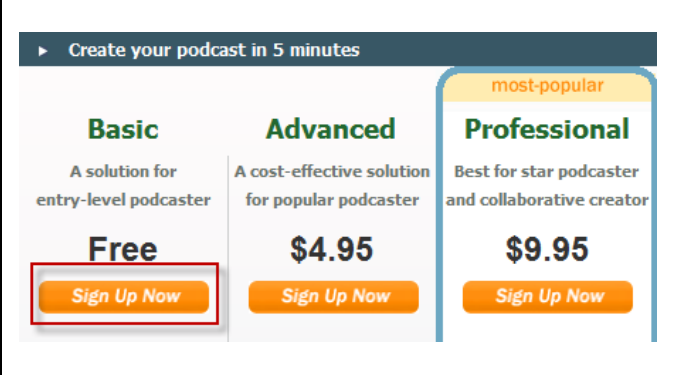

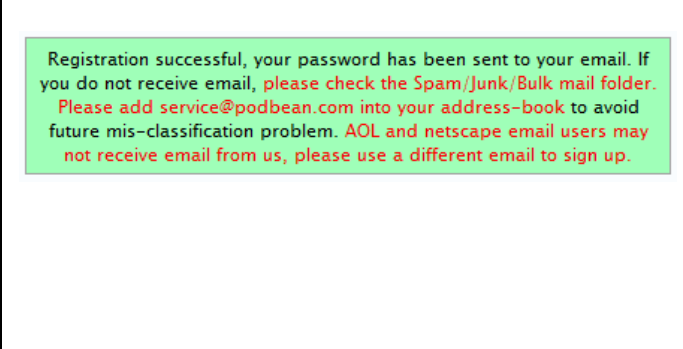
1. Write a script
 - a. Prior to recording your podcast it is a good idea to have a script prepared
2. Record your script
 - a. Open Audacity
 - b. Click the record button 
 - c. Work from your script to record your podcast
 - d. Click the stop button  when you are done
 - e. Click the play button  to hear your recording
 - f. When satisfied with your recording, go to *File* > **Export as MP3**
 - g. Navigate to the location where you want to save the file
 - h. Give the file a name (the shorter the better)
 - i. Click the **Save** button
 - j. An *Edit the ID3 tags* window will open
 - k. Enter a title and artist and any other desired information. Click the **OK** button
 - l. Close Audacity
 - m. Click the **Yes** button to save the podcast as an Audacity file which can later be modified, or click the **No** button if you are satisfied with the MP3 file you have created



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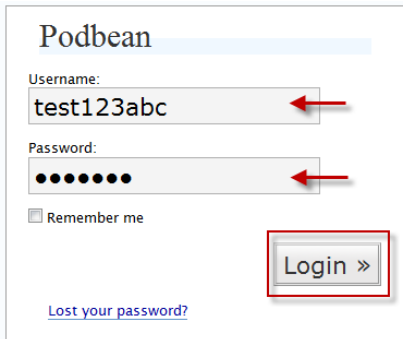
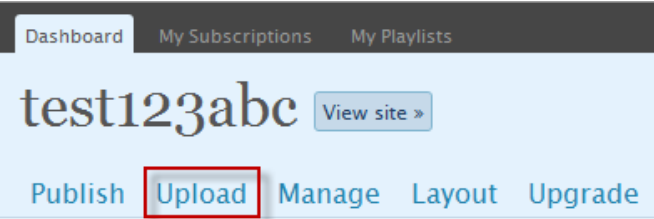

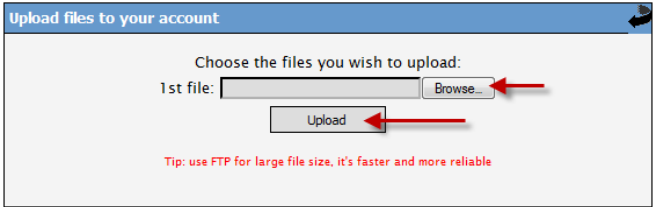
Step 5: Upload the Audio File to a Host Server

There are many podcast hosting services available on the web. Some allow certain amounts of free access while others offer subscription services. You are free to choose whichever service you would like to use. However, the directions below are for use with Podbean's free subscription (5 GB monthly bandwidth & 100 MB of storage).

Create a Podbean account	
	<p>Go to: http://www.podbean.com and click the Sign Up link at the top right of the screen.</p>
	<p>For a free account, click the Sign Up Now button under the <i>Basic</i> column.</p>
	<p>Complete the form, scrolling down to click the Sign Up Now button at the bottom of the form.</p>
	<p>You will see the message to the left confirming account registration.</p> <p>To complete account registration, go to the email account with which you signed up for the Podbean account to retrieve your password.</p> <p>Look for the email entitled Podbean Registration Confirmation.</p>



Create a Podcast

 <p>Podbean</p> <p>Username: test123abc</p> <p>Password: ●●●●●●</p> <p><input type="checkbox"/> Remember me</p> <p>Login >></p> <p>Lost your password?</p>	<p>Copy the provided password from the email and go back to the Podbean log in screen.</p> <p>Enter your username in the <i>Username</i> field and paste the password into the <i>Password</i> field.</p> <p>Click the Login>> button.</p>
	<p>You will see your <i>Dashboard</i>. Here you can modify settings for your account.</p>
<h3>Upload your audio file</h3>	
 <p>Dashboard My Subscriptions My Playlists</p> <p>test123abc View site ></p> <p>Publish Upload Manage Layout Upgrade</p>	<p>Click the Upload tab across the top of the <i>Dashboard</i>.</p>
 <p>upload</p>	<p>Click the Upload button.</p>
 <p>Upload files to your account</p> <p>Choose the files you wish to upload:</p> <p>1st file: <input type="text"/> Browse...</p> <p>Upload</p> <p><small>Tip: use FTP for large file size, it's faster and more reliable</small></p>	<p>Click the Browse button.</p> <p>In the <i>File Upload</i> window that opens, navigate to your saved audio file. Click the Open button.</p> <p>Click the Upload button.</p> <p>An upload status window will open, showing the status of the upload.</p>



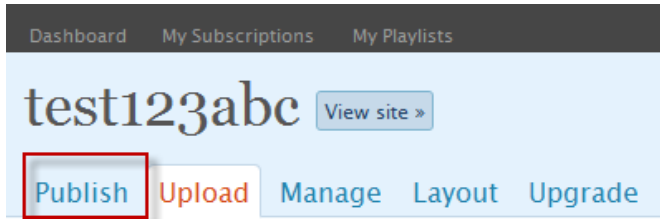
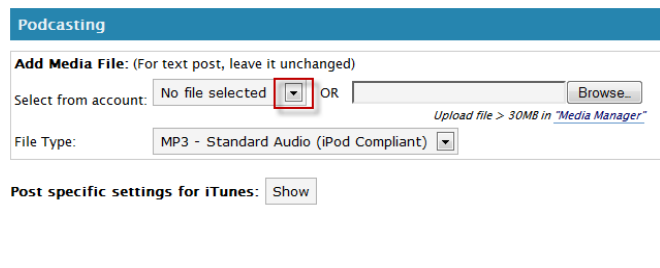
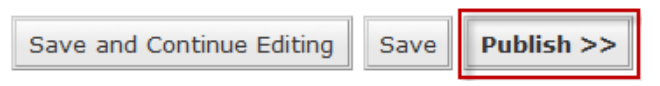

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Uploading M2_welcome.mp3 [OK]


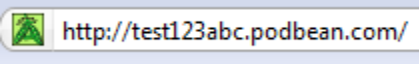
Current Media files		
Name and Url	Size	Remove
M2_welcome.mp3	3.67 MB	

You will see confirmation of your file upload.

Create a Podcast

Publish your podcast	
	<p>Click the Publish tab.</p>
	<p>Complete the form to provide information about your podcast episode.</p>
<h3>Write Post / Episode</h3> <p>Tag (?) welcome orientation week1</p> <p>Title Module 2 Welcome</p>	<p>Add tags in the <i>Tag</i> field. <i>Tags are keywords that allo people to easily find your podcast when searching.</i></p> <p>Add a title in the <i>Title</i> field.</p> <p>Add an optional description in the <i>Post</i> field.</p>
	<p>Under the Podcasting section, use the drop-down menu next to <i>Select from account</i> to select the audio file you uploaded.</p> <p>If you would like students to be able to subscribe and access your podcast through iTunes, click the Show button to the right of <i>Post specific settings for iTunes</i> option to add information.</p>
	<p>Click the Publish button.</p>
	<p>You will see a confirmation message when your podcast episode has been posted.</p> <p>Click the View site link.</p>

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 <p>TEST123ABC New podcast weblog</p> <p>Module 2 Welcome Sep 3rd, 2010 by test123abc</p> <p>ShareThis</p> <p>Posted in Uncategorized 0 Comments (0 ratings)</p>	<p>You will now see your site that hosts episodes for your podcast.</p> <p>Click on the episode title to access the podcast.</p>
 <p>http://test123abc.podbean.com/</p>	<p>Copy the URL displaying in your browser – this is the address you will share with students/colleagues to access your podcast.</p>

Additional Resources

Online Tutorial: <http://www.how-to-podcast-tutorial.com/21-podcast-hosting.htm>

Garage Band (for Mac): <http://www.apple.com/ilife/tutorials/#garageband-podcast>